

POSITION: Housing Management Assistant, GS-1173-07, Term NTE: 31 December 2005	ANNOUNCEMENT NUMBER: BM-04SEP017729
AGENCY: Departmentt Of The Air Force	OPENING DATE: 14 September 2004
ORGANIZATION: 469 ABG/CEH	CLOSING DATE: Open Until Filled. Cutoff Every Thursday By COB.
DUTY LOCATION: Rhein-Main AB, Germany	RECRUITMENT CATEGORIES: 1, 2, 3A, 3B, 3D, 4
AREA OF CONSIDERATION: Federal Wide Commuting Area Of The Position	SALARY: \$29,821 PA (Step 1)- \$38,767 PA (Step 10)

DESCRIPTION OF DUTIES: The purpose of this position is to provide management of the housing facilities for personnel and their families who are assigned to Rhein-Main AB, Germany. Responsibilities include the development of directives concerning all facility projects, and work orders for construction, repair, and maintenance of all Military Family Housing (MFH) facilities. Performs supervisory personnel management responsibilities. Coordinates the scheduling of pre-final inspections for assigned personnel clearing quarters. Develops local instructions and directives concerning operations of housing facilities, such as administration, assignment, occupancy, routine maintenance procedures, non-availability of quarters, and housekeeping standards. Performs and documents contract maintenance. Prepares reports. Responsible for the administration of financial planning.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):

1. Knowledge of Federal and agency housing management principles, policies, and practices.
2. Ability to interpret and apply DoD policies, directives, and service contract surveillance techniques.
3. Ability to communicate effectively with housing occupants, government officials, and contract personnel.
4. Skill in conducting regular or periodic audits or studies, evaluating the results.
5. Knowledge of appropriate budget systems..
6. Knowledge of contracting provisions sufficient to prevent illegal or unauthorized tasks to contractor.

OTHER SIGNIFICANT FACTS: N/A

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) specialized experience equivalent to at least GS-5 level.

EDUCATION SUBSTITUTION: One (1) full year of graduate level education or superior academic achievement.

COMBINING EDUCATION AND EXPERIENCE: Office of Personnel Management Qualification standards provides for combination of successfully completed education and experience to meet total qualification requirements for this position.

"NORMALLY INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTERS ALLOWANCE (LQA). HOWEVER, IF YOU CURRENTLY RECEIVE OVERSEAS BENEFITS TO INCLUDE LQA, A FINAL DETERMINATION OF CONTINUATION OF THOSE BENEFITS WILL BE MADE AT TIME OF TENTATIVE SELECTION BASED ON BOTH POSITION AND PERSONAL ELIGIBILITY".

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

HOW TO APPLY: Applications must be turned in to the Ramstein CPO, Bldg 2120, Room 123 Between 0800 and 1600, Monday-Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and RECEIVED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter, DSN 480-7092 or commercial 06371-47-7092.

